

**APPENDIX F**

**CHARTER**

**FOR**

**NORTHWEST MAINTENANCE LOCAL BOARD OF DIRECTORS**

1. **Background:** Regular interface between customers and the maintenance providers focused on planning and prioritizing work assignment to optimize resources is required to ensure maintenance funds are used in the most effective manner. Experience at Pearl Harbor has shown that establishment of a Local Board of Directors (LBOD) focused on maintenance activity customer priorities has been a productive management tool.
2. **Action:** A Northwest Local Board of Directors (NW LBOD) is hereby established to improve customer and maintenance provider interface in the Northwest region. Members shall meet regularly but no less than monthly.
3. **Responsibilities:** The LBOD is established to integrate and communicate customer needs and priorities to the maintenance providers at the command level. To accomplish this, the LBOD agenda will include, but not be limited to:
  - a. Customer maintenance priorities and conflict resolution.
  - b. Other significant customer needs and concerns.
  - c. Initiatives and priorities for improving maintenance program performance.
4. **Administration and support:**
  - a. Commander, Puget Sound Naval Shipyard will host the meetings.
  - b. Minutes will be prepared and distributed to all LBOD and Maintenance Integration Oversight Team (MIOT) members.
  - c. Action commitments will be documented and managed.
5. **Effective Dates:** The LBOD will meet first on XXYYZZ. Periodic meetings will continue until members conclude the need for this interface has diminished and both NAVSEA 04 and CINCPACFLT N43 concur to disband.

6. **Membership:** The LBOD membership will include:

COMSUBRON SEVENTEEN (Chairman)	COMSUBPAC Rep.
Commander, PSNS & IMF	COS COMNAVSURFGRU PACNORWEST
Commanding Officer, NAVIMFAC PNW	Commanding Officer, SUPSHIP Puget Sound
Operations Officer, PSNS & IMF	NAVSEA Naval Shipyard Representative
Business Officer, PSNS & IMF	NRR Puget
COMNAVAIRPAC N43	Commanding Officer, FISC